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## System Training and Response (STaR) Team – SAIS Workshop

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# Charter School Estimated Count

This 90 minute presentation will focus on the procedures that are necessary for personnel from Charter Schools to submit the Charter School Estimated Count. Estimated Count provides the basis for calculating State Aid for charter schools until average daily membership (ADM) based on the first 40 days of instruction is established from data that are submitted to the Student Accountability Information System (SAIS). Emphasis will be placed on understanding how differences between the Estimated Count and ADM can impact State Aid.

### Target Audience

Charter School Operators who are unfamiliar with procedures related to submitting the Charter Estimated Count.

*Note: The procedures required to submit the Charter School Estimated Count for fiscal year 2009 have not changed from those required for fiscal year 2008. The information presented in this workshop will be identical to that presented in similar workshops held during May 2007. Charter School personnel who are well versed in the procedures necessary to submit the Charter Estimated Count and who understand the consequences of substantially over or under estimating the count may not derive significant benefit from attending this workshop.*

### Workshop Activities

- Participants will be guided through the contents of the Charter School Enrollment Packet.
- The process of using features available within the Charter Estimated Counts application on ADE's Common Logon to submit student information will be explained. An option to submit student information by use of a properly formatted text file will also be explained.
- Information and examples to illustrate how differences between Estimated Count and ADM can impact State Aid will be provided.
- Deadlines for submitting and subsequently updating the Charter Estimated Count will be clarified.
- Participants will have opportunities to pose questions related to Charter Estimated Count.

### Information for workshop participants:

- Pre-registration through use of the ADE "Calendar of Events" located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- Session dates, times and locations are found on page 2.
- Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking and locating the classroom.
- Participants who prefer to have their own copies of the supporting documents may download the materials from STaR Team web site, then print and bring them to the session (see additional information below). Participants who do not bring their own documents may borrow a set of materials for use during the workshop.

### Supporting Documentation

Documents used to support the presentation will be available for download by noon on Friday, May 2, 2008 at <http://ade.az.gov/schoolfinance/star> and will continue to be available at that site through the end of the fiscal year.

# Charter School Estimated Count

Northern Region Locations		
Thursday, May 15	9:30 – 11:00 AM	Flagstaff Unified School District, Boardroom 3285 E. Sparrow Ave., Flagstaff, AZ
Thursday, May 22	9:30 – 11:00 AM	Prescott Public Library, Founders Suite B 215 E. Goodwin Street, Prescott, AZ

Central Region Locations		
Wednesday, May 14	9:30 – 11:00 AM	ADE Student Services Building, Rooms 100/101 2005 N. Central Ave., Phoenix, AZ  A parking pass (required for this location) will be sent to registered participants by e-mail by the day prior to the event.
Monday, May 19	2:00 – 3:30 PM	Arizona State Capitol, Executive Towers, Room B56 1700 W. Washington, Phoenix, AZ  Please review the map available from the STaR Team web site for driving directions and parking instructions.
Wednesday, May 21	9:30 – 11:00 AM	ADE Student Services Building, Room 105 2005 N. Central Ave., Phoenix, AZ  A parking pass (required for this location) will be sent to registered participants by e-mail by the day prior to the event.

Southern Region Locations		
Monday, May 19	9:30 – 11:00 AM	Lee Instructional Resource Center Computer Lab 2025 W. Winsett, Tucson, AZ
Wednesday, May 21	9:30 – 11:00 AM	Lee Instructional Resource Center Computer Lab 2025 W. Winsett, Tucson, AZ
Thursday, May 22	9:30 – 11:00 AM	Sierra Vista Unified School District, Special Services Building 3555 E. Fry Blvd., Sierra Vista, AZ
Wednesday, May 28	9:30 – 11:00 AM	Yuma Educational Technology Consortium 296 W. 4th Ave., Yuma AZ

***For driving/parking directions, please click on:***

Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>